



Howden-le-Wear Primary School

School Street
Howden-le-Wear
Crook
County Durham
DL15 8HJ

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Head Teacher: Mr C Baines BA (QTS)

Friday 11 September 2020

Dear Parent / Carer,

Re: Dropping children off at the start of the school day

Thank you to everyone for their help and support implementing the changes we made to the collection of children from school this week. I hope you agree that the new system has helped to reduce congestion and enable everyone to leave the school site swiftly.

From Monday next week, I would like to make some further changes to the **morning drop off routines** that will support reducing congestion at the start of the day on School Street and also reduce the waiting time people have, especially those parents who have children in multiple year groups in school.

From Monday the class entry times and walking routes to classrooms will remain the same as they are now. As a reminder, pupil entry times are:

8.40am – Year 5/6 (Mrs Clark) & Year 2 (Mrs Gray)

8.50am – Year 4 (Miss Nattrass) & Year 1 (Mrs Sheard)

9am – Year 3 (Mrs Salkeld) & Reception (Mrs Craig)

However, when the **first child within a family goes into school**, we will **now allow brothers and sisters** of that child **to enter school at the same time**. This will ensure that parents with children in different classes can drop all their children off in one go, leaving them free to leave School Street quickly. This will also help classes to have a steady flow of children arriving over a slightly longer period. We will monitor this change next week to see the impact it has and if any further changes are needed, we will let you know in due course.

Also, for parents of children in our Reception class, just a reminder that Reception are in school **full time** from next Monday. The school day for **Reception starts at 9am** and children can be **collected from 2.50pm** in the afternoon.



In the meantime, please help us to keep everyone safe and minimise crowding at drop off and pick up times:

- Stick strictly to your allocated time slots;
- Follow directions of school staff;
- Leave the school area straight away;
- Adults consider wearing a mask if possible;
- Only one adult per family to drop off / pick up;
- Keep your distance from others;
- Be considerate to our neighbours.

Thank you for your continued support.

Yours Sincerely,

Mr C Baines
Headteacher

